



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF
UNIT 29351
APO AE 09014

AEAGX-D

JUL 10 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Headquarters, USAREUR Civilian Workforce Management Guidelines

1. Reference memorandum, AEACS, Oct 02, subject: Establishment of HQ USAREUR Resource Management Office (RMO).
2. **APPLICABILITY:** This memorandum is applicable to all HQ USAREUR staff offices and remains in effect until rescinded or modified. The policy applies to all civilian personnel actions that affect HQ USAREUR civilian strength.
3. The following general guidelines for processing civilian personnel actions and overseas tour extensions are in effect. Modifications to these guidelines may occur as necessary and will be distributed under the proponentcy of HQ USAREUR Deputy Chief of Staff, G8.
4. **GENERAL.**
 - a. Actions to hire, retain or extend civilian personnel are only permitted within activity and overall HQ USAREUR Table of Distribution and Allowances (TDA) required, authorized and funded levels. The HQ USAREUR civilian workforce must be closely managed to adhere to manpower controls and funding levels. If situations arise which require surge of short-term personnel, staff directors must first consider the use of compensatory time, contracting out or temporary overhires.
 - b. Civilian personnel actions that result in the fill of a position must meet the following criteria:
 - (1) The position identified for recruitment must be a valid manpower requirement and authorization on the TDA.
 - (2) All encumbered positions (permanent, temporary or overhire) will be counted against an activity's total authorized strength and considered in monthly utilization analysis.

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(3) When an employee is transferred to a Deployment Manning Document position or mobilized, the vacated position may be filled on a temporary basis using an RPA recruitment action, as long as the staff section is not overstrength. The justification and assignment details for the temporary backfill should be attached to the RPA.

c. Managers should recruit and fill as early as possible to minimize under lap/hire lag and assure continued mission accomplishment. Dual-incumbency or overlap should be limited to no more than one pay period unless justification exists for greater overlap.


d. Temporary promotions are permitted where essential and affordable, and will be addressed on a case-by-case basis.

e. Staff Directors are responsible for approval of civilian tour extensions. As this approval affects future civilian strength levels, the G8 will conduct a quarterly review of manpower execution for all Staff Offices. If at the time of the review the Staff Office is executing within their authorized strength, there will be no requirement for that Staff Office to coordinate their tour extensions. However, if a Staff Office is exceeding their authorized strength, they will be required to coordinate any tour extension actions with the G8 and be prepared to identify an offset to the requested tour extension.

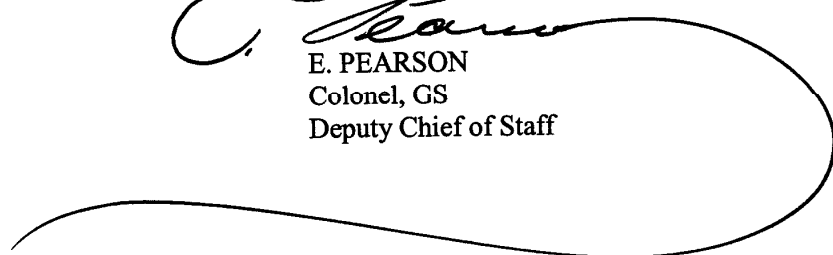
5. EXCEPTIONS. Any exception to this policy requires written justification.

6. OVERHIRES: As directed by the Command Group or approved by the DCS, G8, overhire recruitment actions for either temporary or full-time personnel may be processed as exceptions to the above guidelines. If an overhire position is requested, then the staff section must provide detailed justification and approval from the specific Staff Director. Civilian overhires above the recognized authorization level will normally be recruited on a non-permanent basis unless otherwise identified. (The organization must identify the bill payer details (i.e., position title, TDA/paragraph/line number) within the "Notepad" portion of the RPA.) All overhires are subject to continued fund availability and must not cause the HQ to exceed Army Management Headquarters Activity ceilings.

7. The Deputy Chief of Staff, G8 points of contact are Ms. Metcalf, HQ RMO (Manpower), DSN 370-6668 and Ms. Martin, HQ RMO (Budget), DSN 370-7637.



E. PEARSON
Colonel, GS
Deputy Chief of Staff



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